Volume

8

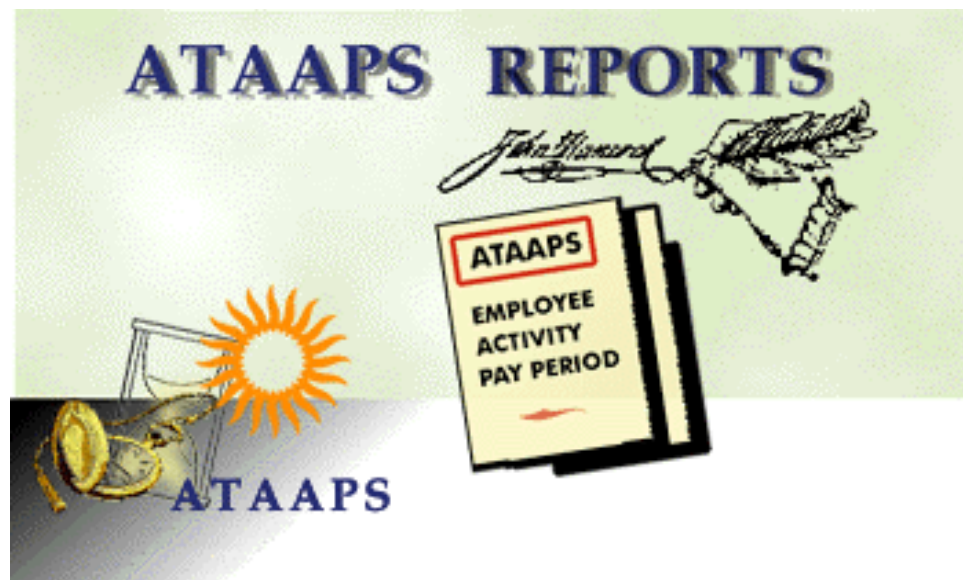*SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)*

Automated Time Attendance and Production System (ATAAPS) Windows Application, Version 3.06

Report Application

User's Manual

Report Application

User's Manual

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CHAPTER 1- GENERAL INFORMATION

What is the ATAAPS Report Application?

The Automated Time Attendance and Production System (ATAAPS) Report Application is used to generate and save reports from the ATAAPS data base.

New reports can be created from the data base and can be saved as report files. Report files are identified by the format, the pay period, the user who created the report, and the date and time the report was created. Report files will exist as a permanent record of the data at the time of report generation. Data can be sorted and filtered by the user to meet his/her requirements.

Brief Description of Reports

- **Time and Attendance Report**

    Shows labor for a specified pay period for all employees who are eligible to report to payroll.

- **Uncertified Time and Attendance Report**

    Lists only employees who have not been electronically certified and provides a line for manual certification.

- **Time and Attendance Pie Chart**

    Graphically represents the Time and Attendance report. Each piece of the pie represents one broad category of type hours (*e.g., paid leave, unpaid leave, regular, compensatory, overtime, and holiday, etc.*).

- **Leave Concurrence Report**

    Lists all employees who took leave, by those who concurred electronically and those who have not concurred. Employees are grouped by certification roster.

- **Leave Utilization Report**

Shows all leave taken for all employees who have not electronically concurred. Provides a line for manually concurring.

- **Installation Leave Concurrence Report**

   Lists all employees who have not electronically concurred.

- **Missing Time Report**

   Compares and displays an employee's tour of duty and reported labor data.

CHAPTER 2 - Creating a New Report

How to Create a Report?

- Click on the **New** button, which opens the "**Create a New Report**" Wizard.

- Respond to the questions asked in each step of the wizard, as follows:

Create a New Report Wizard
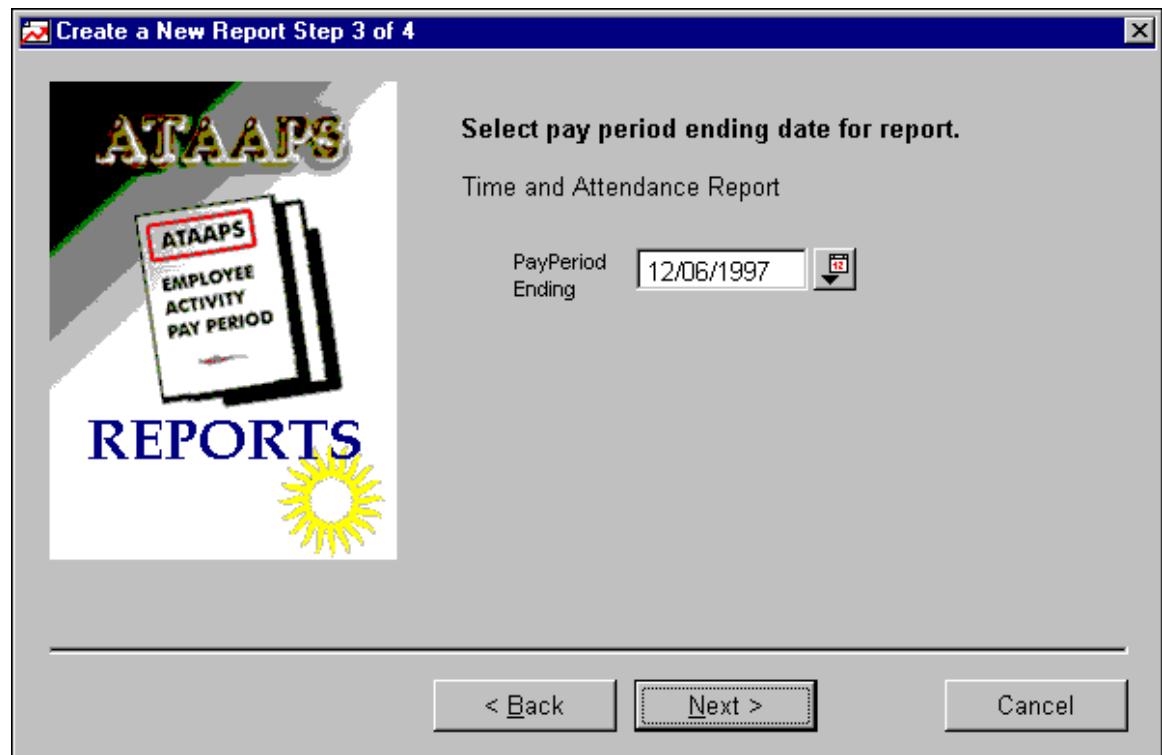
Step 1
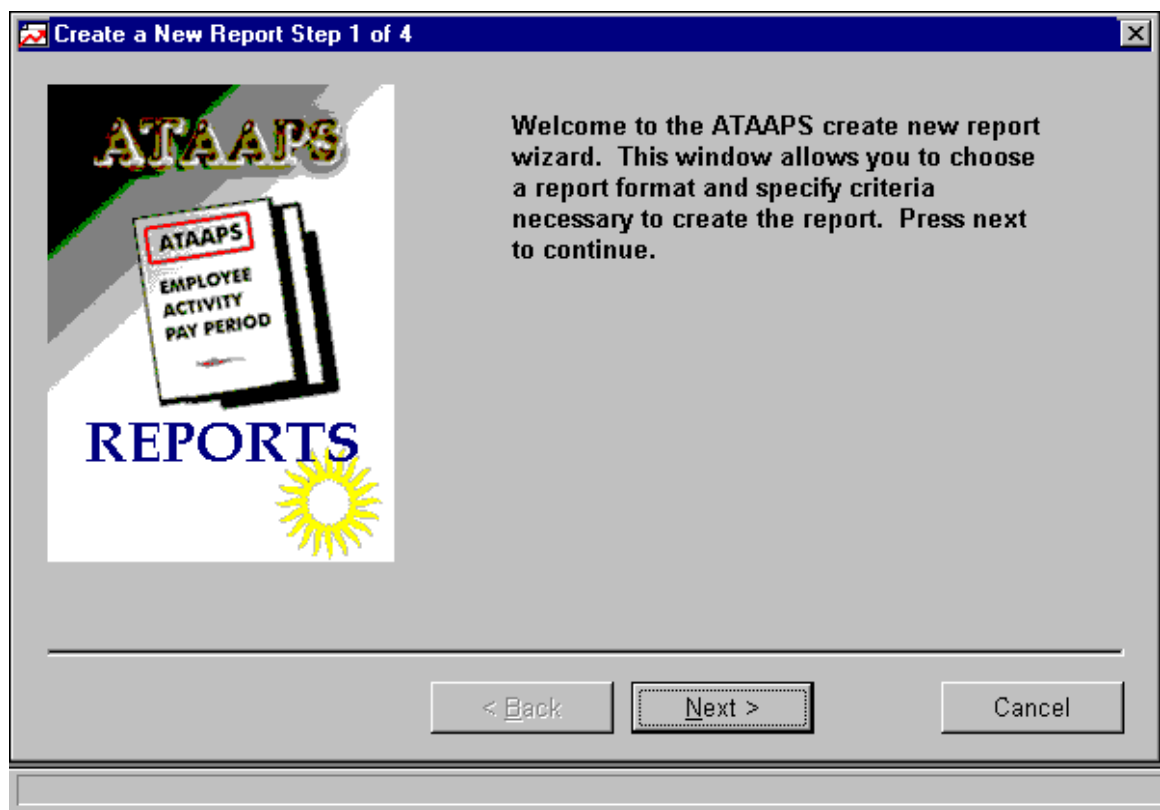
Step 1 of the "Create a New Report" Wizard is merely a welcome window. Once it has been read, simply click **Next** to continue.
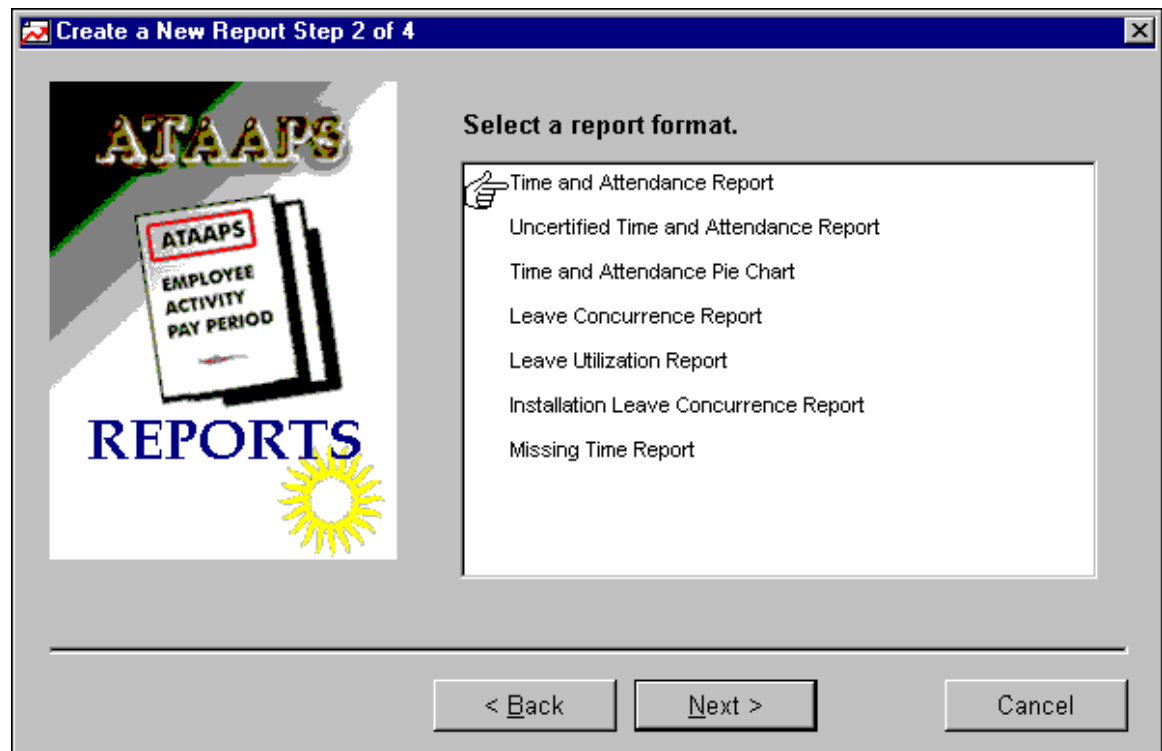
Step 2

Step 2 of the wizard requires the user to select the desired report format. Once the selection has been made, click **Next** to continue.

Step 3

Step 3 of the wizard requires the user to select a pay period ending date for the report. Click **Next** to continue.

NOTE: This is the window that appears when "Time and Attendance Report" is selected in Step 2 of the wizard. A similar window will appear when any of the other reports is chosen.

Step 4
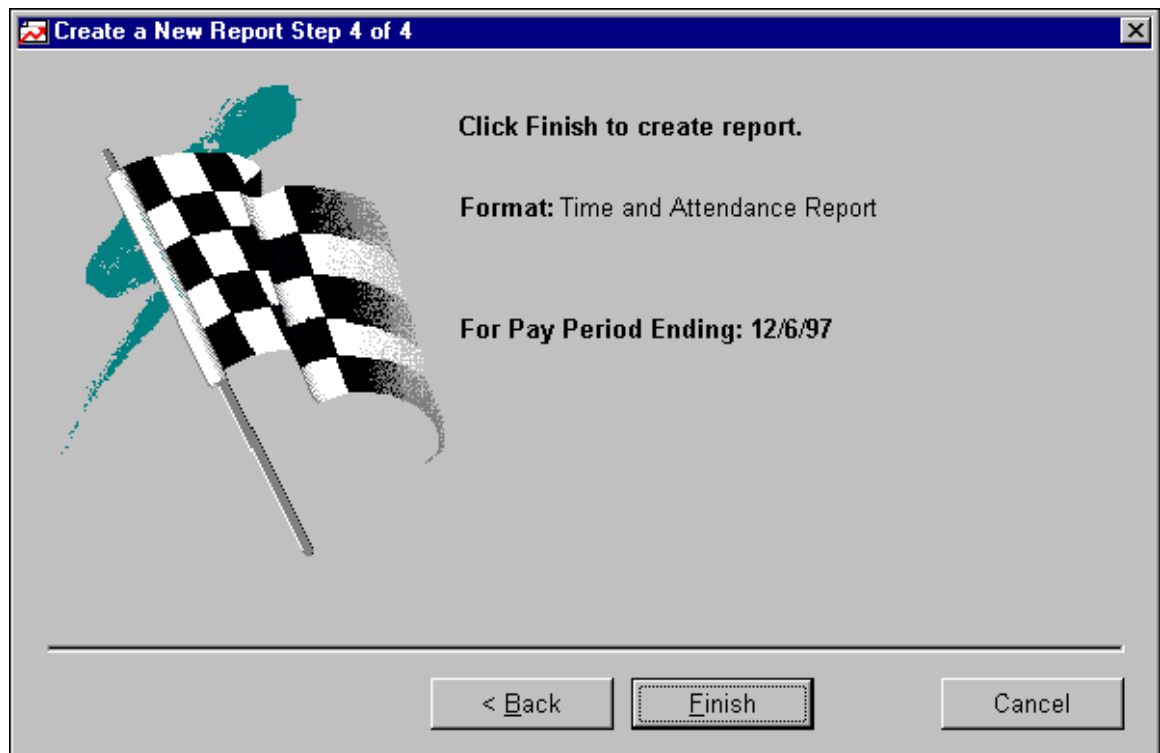
Step 4 of the wizard merely informs the user of the type of report that was selected and the pay period end date that was chosen. Click **Finish** to exit the wizard and view the actual report.

CHAPTER 3 - SAVING A NEW REPORT

How to Save a Report?

Once you have created a report and it is displayed on the screen,

- Click **Options** on the main menu and select a Default Directory in which to store the saved report. Click **OK**.

- Click the **Save** button, which opens the Report Description window. Enter a description and click **OK**.

- The Save Report message will appear, informing you of the file name of the report. The name will be numerically assigned by ATAAPS, followed by ".psr". You may want to jot down the information for reference purposes. Click **OK**.

NOTE: You may review the Report Properties (and change the Report Description), by clicking the Properties button.

* *

Default Directory

To designate a default directory where reports will be saved, click on Options *(on the main menu);* **then click on "Default Directory". This window will then appear:**
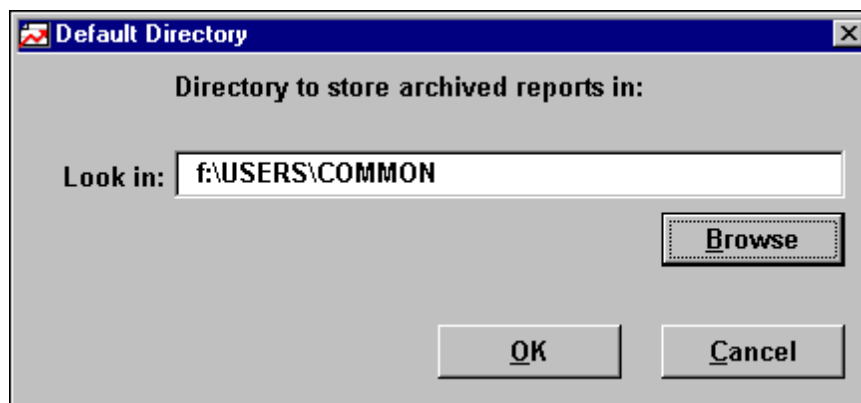
Enter the correct directory path and file name (*or use the **Browse** button*). Click **OK**.

* *

Report Description Window

When you click the **Save** button, you will be asked to provide a description of the report you are saving. The information you enter on the this window will be displayed in Step 4 of the Open Report Wizard.

* *
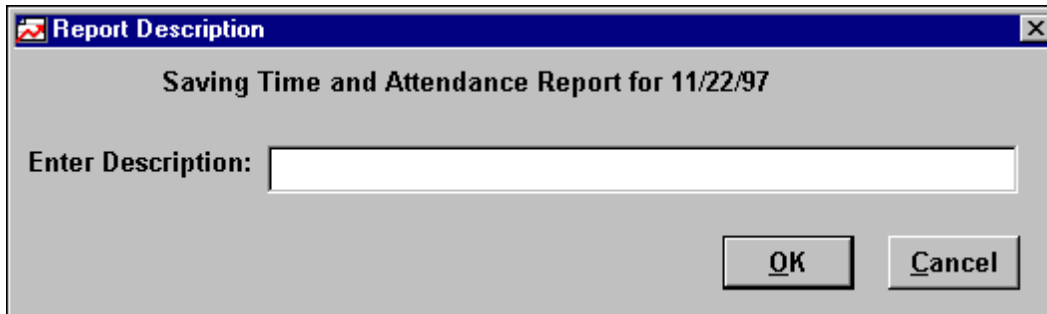
Save Report Message

Once you have entered a Report Description , this message box will appear.
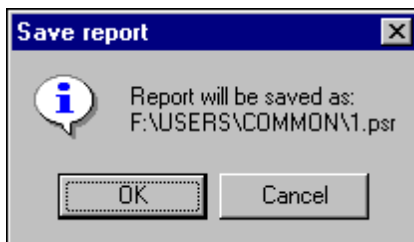
(You may want to jot down the information for future reference.)

* *

Report Properties Window

Once a report has been saved, you can modify its description by opening the report and clicking on the Properties button. This window will then appear:
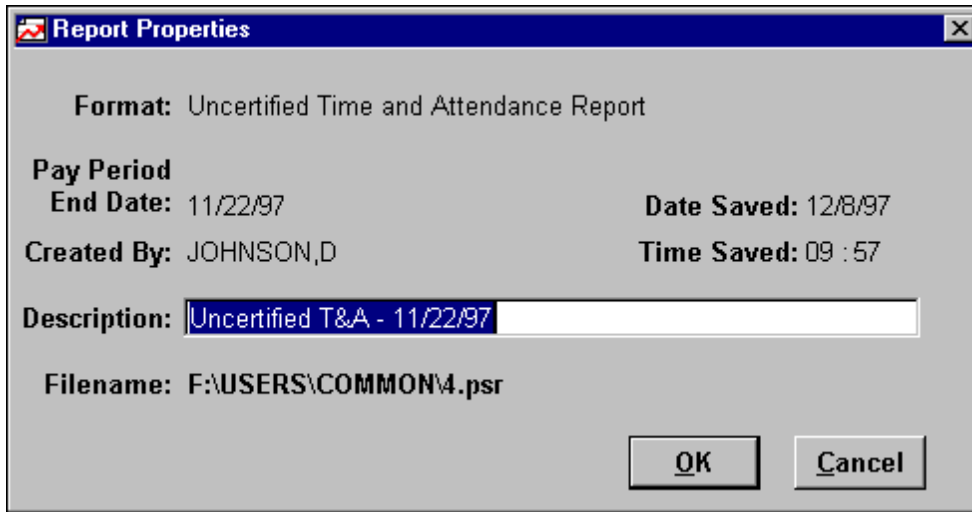
Modify the description, as appropriate; and click **OK**.

CHAPTER 4 - OPENING AN EXISTING REPORT

How to Open an Existing Report?

- Click on the **Open** button, which opens the "Open an Existing Report" Wizard.

- Respond to the questions asked in each step of the wizard, as follows:

Open an Existing Report Wizard
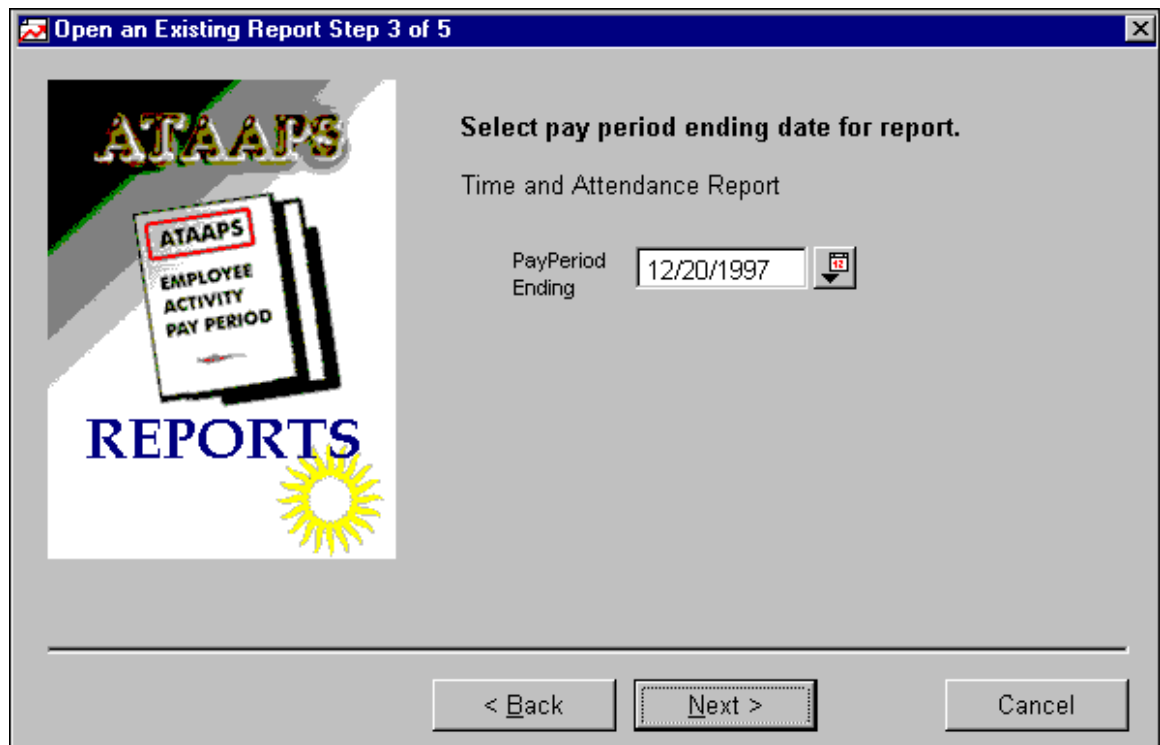
Step 1
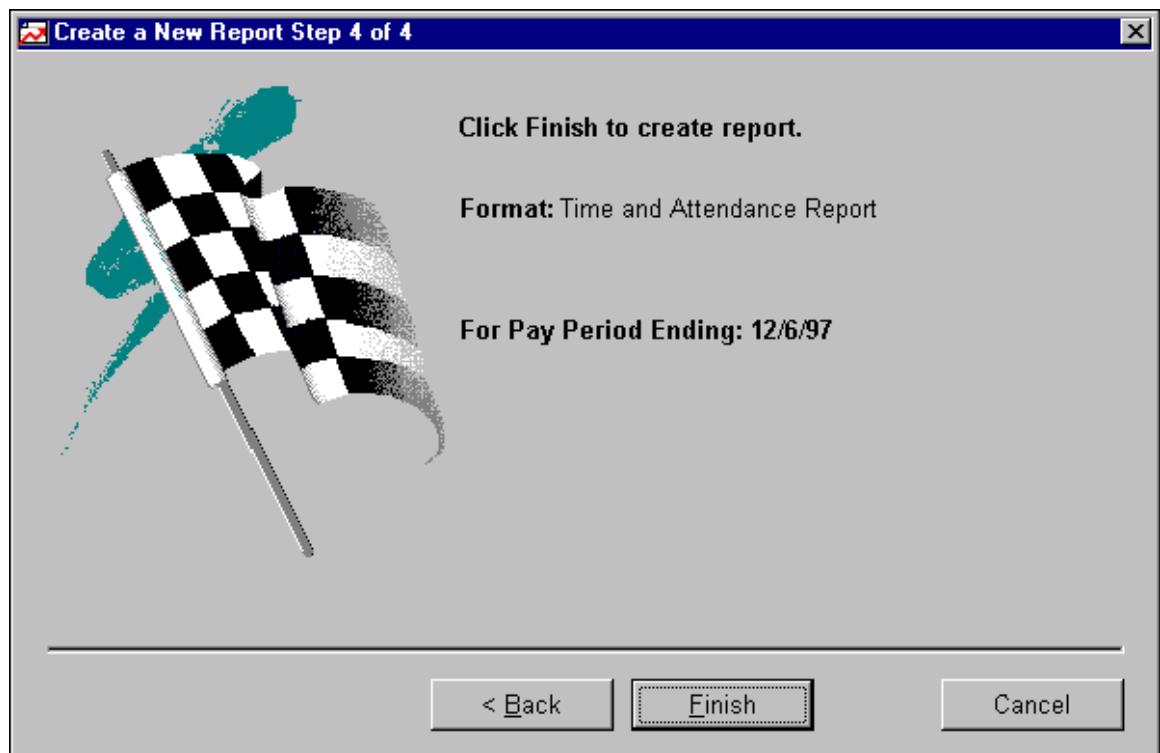
Step 1 of the "Open an Existing Report" Wizard is merely a welcome window. Once you have read it, simply click **Next** to continue.
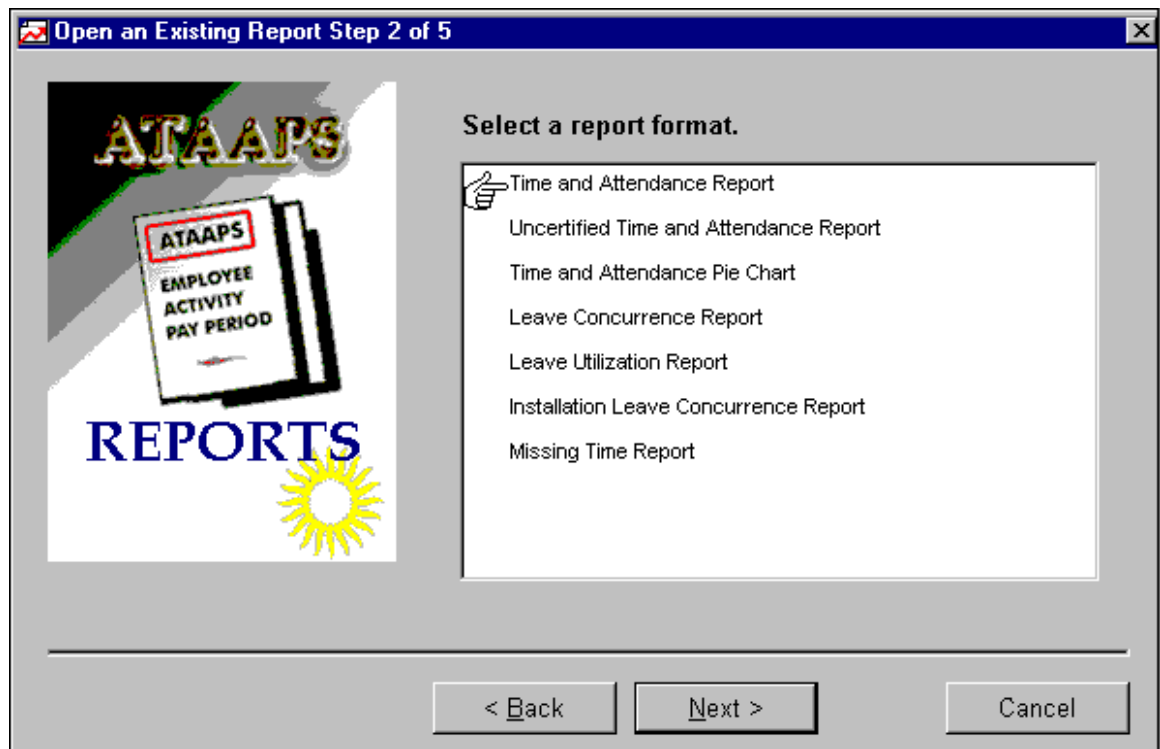
Step 2

Step 2 of the wizard requires the user to select the desired report format. Once the selection has been made, click **Next** to continue.

Step 3

Step 3 of the wizard requires the user to select a pay period ending date for the report. Click **Next** to continue.
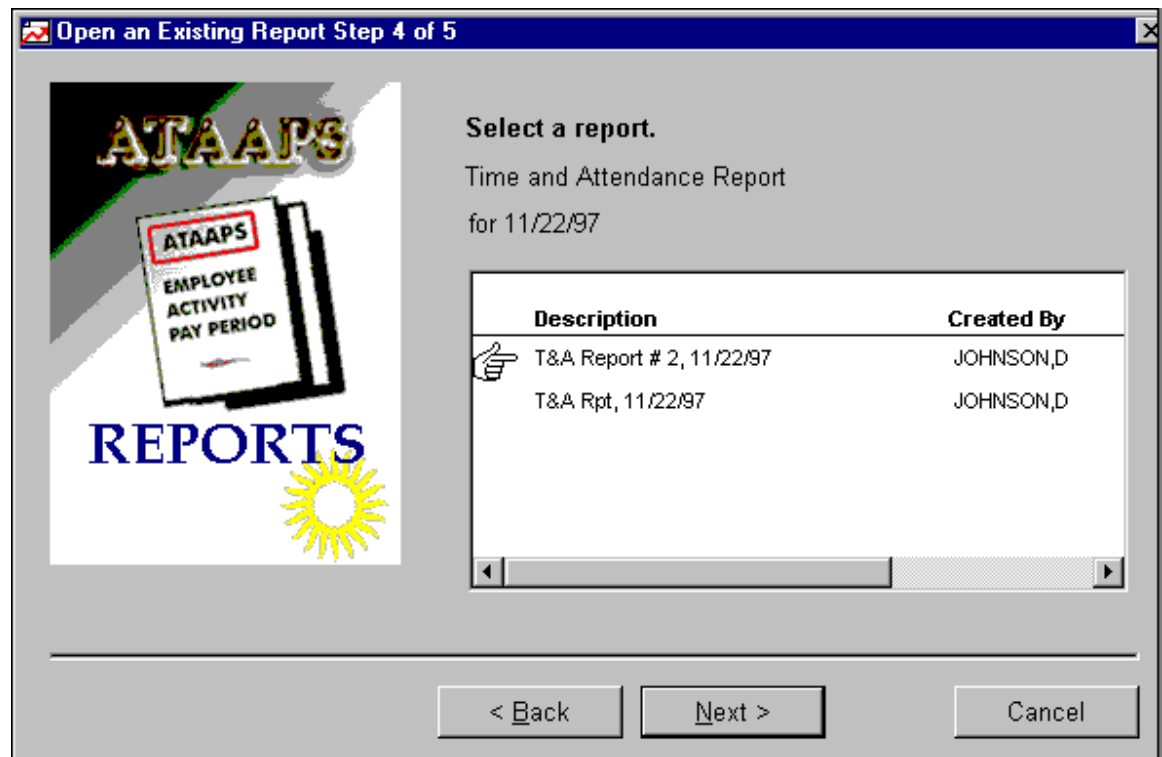
Step 4

Step 4 of the wizard displays a list of reports that are available to be opened. Click on the description of the desired report and click **Next** to continue.

Step 5
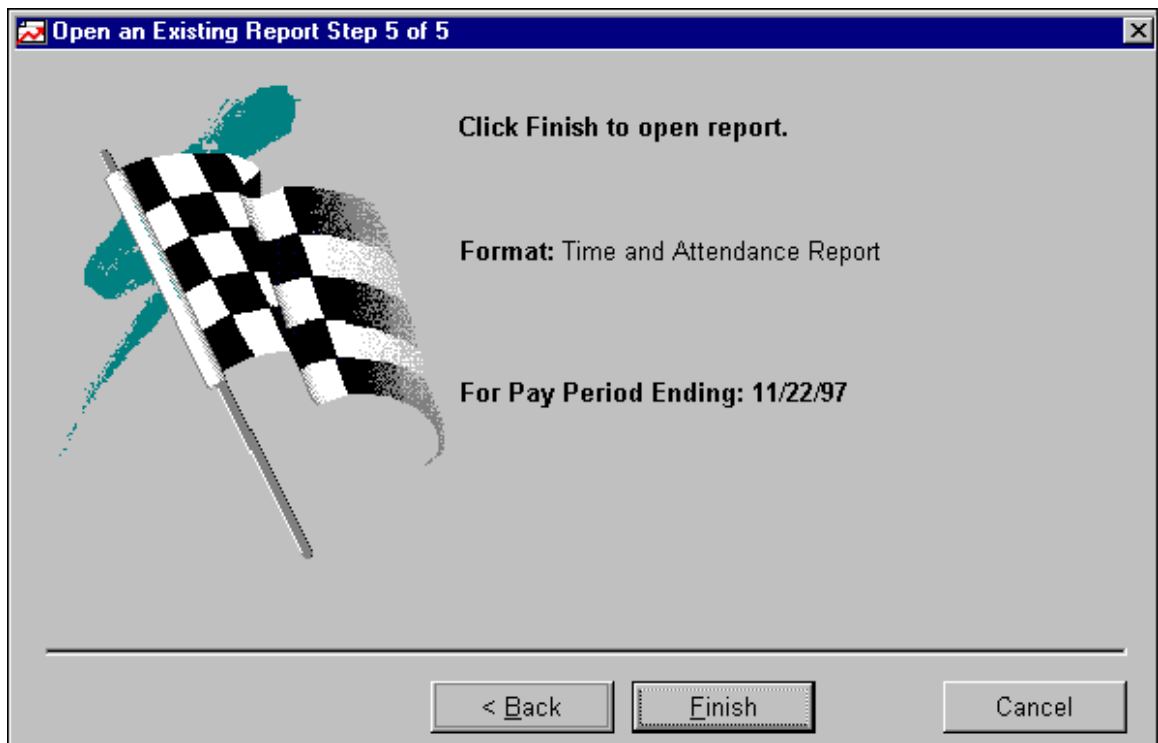
Step 5 of the wizard merely informs the user of the type of report that was selected and the pay period end date that was chosen. Click **Finish** to exit the wizard and view the actual report.

CHAPTER 5 - SAMPLE REPORTS

Sample reports generated from the Reports Application are displayed on the following several pages:

Time and Attendance Report

This report displays labor information for a specified pay period for all employees whose records are eligible to be passed to the payroll system.

Automated Time and Attendance Report

UIC: W4MM49	Cost Center: BCGF0	Work Schedule: F	Status: A	Run Date: 12/2/97
Employee: DECKER, LYNN		**SSN:** 300-00-0007		**Pay Pd End:** 11/22/97
Leave Concurrence: NO	**Review Date:** NO			**Pay Pd Start:** 11/9/97
Certified?: YES **Certifying Officer:**		DEB JOHNSON	**Phone:** 8249	
		Date Certified: 1/1/00		

		WEEK 1								WEEK 2						
	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Scheduled	0:00	9:00	9:00	9:00	9:00	8:00	0:00	44:00	0:00	0:00	9:00	9:00	9:00	9:00	0:00	36:00
Normal Hrs	0:00	9:00	9:00	9:00	9:00	8:00	0:00	44:00	0:00	0:00	9:00	9:00	9:00	9:00	0:00	36:00
Prem Hrs	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Week	Day	Type Hours	Job Order		Hours	Hazard/Reason		Night Diff	Last Hour	Injury No
1	Mon	RG	AABCGF0980000013A	a	9:00			0:00	n	
1	Tue	LH	AABCGF07LCLEVE00O	a	9:00			0:00	n	
1	Wed	RG	AABCGF0980000013A	a	9:00			0:00	n	
1	Thu	RG	AABCGF0980000013A	a	9:00			0:00	n	
1	Fri	RG	AABCGF0980000013A	a	6:00			0:00	n	
1	Fri	RG	AABCGF0980000013A	a	2:00		BK	0:00	n	
2	Tue	RG	AABCGF0980000013A	a	7:00			0:00	n	
2	Tue	RG	AABCGF0980000013A	a	2:00	FV		0:00	n	
2	Wed	LS	AABCGF07LCLEVE00O	a	9:00		DB	0:00	n	
2	Thu	RG	AABCGF0980000013A	a	9:00			0:00	n	
2	Fri	RG	AABCGF0980000013A	a	9:00			0:00	n	

All hours have been reviewed and are certified correct as of the end of the reporting period. All premium hours have been approved and worked according to the appropriate laws and regulations.

Uncertified Time and Attendance Report

This report displays information relative to ONLY those employees who have not been electronically certified. It provides a line for manually certifying the employee's time and attendance data.

Automated Time and Attendance Report (Manually Certified)

UIC: W4MM49	**Cost Center:** BCGF0	**Work Schedule:** F **Status:** A **Run Date:** 12/8/97
Employee: DELULLO, DAMUEL		**SSN:** 300-00-0012 **Pay Pd End:** 11/22/97
Leave Concurrence: NO	**Review Date:** NO	**Pay Pd Start:** 11/9/97
Primary Certifying Officer: DEB JOHNSON		**Phone:** 8249

Signature: _____

	WEEK 1								WEEK 2							
	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Scheduled	0:00	8:00	8:00	8:00	8:00	8:00	0:00	40:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	40:00
Normal Hrs	0:00	8:00	8:00	8:00	8:00	8:00	0:00	40:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	40:00
Prem Hrs	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Week	Day	Type Hours	Job Order	Hours	Hazard/Reason	Night Diff	Last Hour	Injury No
1	Mon	RG	DBBCGF0980000013A	8:00		0:00	n	
1	Tue	LH	DBBCGF07LCLEVE00O	8:00		0:00	n	
1	Wed	RG	DBBCGF0980000013A	8:00		0:00	n	
1	Thu	RG	DBBCGF0980000013A	8:00		0:00	n	
1	Fri	RG	DBBCGF0980000013A	8:00		0:00	n	
2	Mon	RG	DBBCGF0980000013A	8:00		0:00	n	
2	Tue	RG	DBBCGF0980000013A	8:00		0:00	n	
2	Wed	RG	DBBCGF0980000013A	8:00		0:00	n	
2	Thu	RG	DBBCGF0980000013A	8:00		0:00	n	
2	Fri	RG	DBBCGF0980000013A	8:00		0:00	n	

All hours have been reviewed and are certified correct as of the end of the reporting period. All premium hours have been approved and worked according to the appropriate laws and regulations.
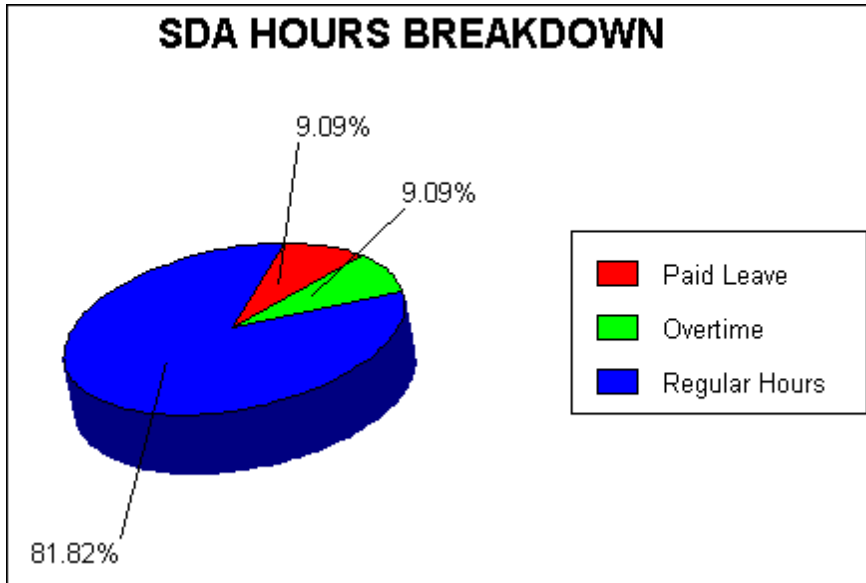
Time and Attendance Pie Chart

This chart provides a graphical representation of the information provided on the Time and Attendance Report. Each piece of the pie represents one broad category of "type" hours (*e.g., paid leave, unpaid leave, regular, compensatory, overtime, and holiday, etc.*).

Leave Utilization Report

This report displays the leave and compensatory time reported for all employees who have not electronically concurred with the data. It also provides a line for the employee to manually indicate his/her concurrence.

Leave Utilization Report
For Pay Period Ending: 11/22/97

Installation: ilsc   **Installation UIC:** W4MM49   **Installation Code:**
  Roster: 8   KBCGF011   **Activity:** DB

Name: JOHNSON, DEB   **Ssn:** 300000001

DAY	DATE	ANNUAL LEAVE	SICK LEAVE	COMP LEAVE	CMP HR WORKD	ANNUAL RSTRD	UNPD HRS	CREDIT HRS TKN	OTHER LEAVE
SUN	9-Nov-97								
MON	10-Nov-97	8:00							
TUE	11-Nov-97								
WED	12-Nov-97	1:00							
THU	13-Nov-97								
FRI	14-Nov-97								
SAT	15-Nov-97								
SUN	16-Nov-97								
MON	17-Nov-97								
TUE	18-Nov-97		4:00		1:00				
WED	19-Nov-97	4:00							
THU	20-Nov-97								
FRI	21-Nov-97	8:00							
SAT	22-Nov-97								
Pay Period Total:		21:00	4:00	0:00	1:00	0:00	0:00	0:00	0:00

I agree with the charges and credits to leave and compensatory time shown above.

_____   _____
                    (Signature)   (Date)

Leave Concurrence Report

This report lists all employees who reported leave during the designated pay period. Those employees who have electronically concurred with the leave are listed first, followed by those who have not electronically concurred. Employees are grouped by certification roster.

<div align="center">

Leave Concurrence Report

For Pay Period Ending   11/22/97

</div>

Installation: ilsc   **Installation UIC:** W4MM49   **Installation Code:**

Roster: 8   KBCGF011   **Activity:** DB

The Following Employees are Required to Manually Concur with the Leave and Compensatory Hours Worked. Attached are the Manual Leave Utilization Reports for these Employees.

Employee Name	SSN	Annual Leave	Sick Leave	Comp Leave	Cmp Hr Workd	Annual Rstrd	Unpd Hrs	Credit Hrs Tkn	Other Leave
JOHNSON, DEB	300000001	21:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DECKER, LYNN	300000007	0:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00

Installation Leave Concurrence Report

This report lists all employees who have not electronically concurred with their leave.

Installation Leave Concurrence Report
For Pay Period Ending 11/22/97

Installation: ilsc   . **Installation Code:**

Installation UIC: W4MM49   **Activity:** DB

| SSN	Employee Name	Roster	Annual Leave	Sick Leave	Comp Leave	Cmp Hr Workd	Annual Rstrd	Unpd Hrs	Credit Hrs Tkn	Other Leave
200-00-0001	BAINBRIDGE, CLE(	10 KACGF011 Reg's GS	0:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00
200-00-0003	EASTER, DAVID W	11 KACGF0BB Reg's WG	4:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Missing Time Report

This report compares and displays an employee's tour of duty and reported labor data—indicating those dates where the actual hours reported differs from the scheduled tour of duty.

Missing Time Report
As of 11/22/97 in Pay Period Ending 11/22/97

Installation: ilsc   **Installation UIC:** W4MM49

Installation Code: **Activity:** DB

Roster	SSN	Name	Date	Hours
10 KACGF011 Reg's GS	200000001	BAINBRIDGE, CLEGETT	11/11/97	8:00
			11/12/97	8:00
			11/13/97	6:30
	200000007	ECK, JAMES	11/10/97	9:00
			11/11/97	9:00
			11/12/97	9:00

CHAPTER 6 - CONTROLLING THE DISPLAY OF DATA ON REPORTS

Zoom Window

This window is used to scale the size of the report, as it is displayed in the print preview window.
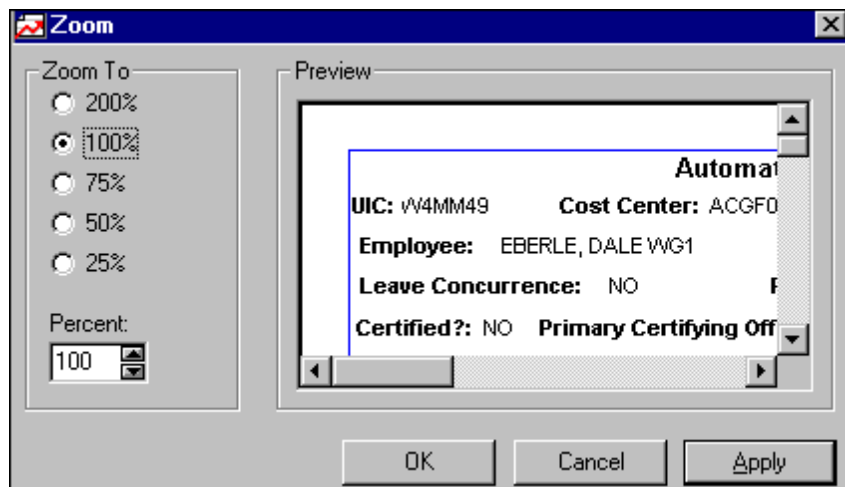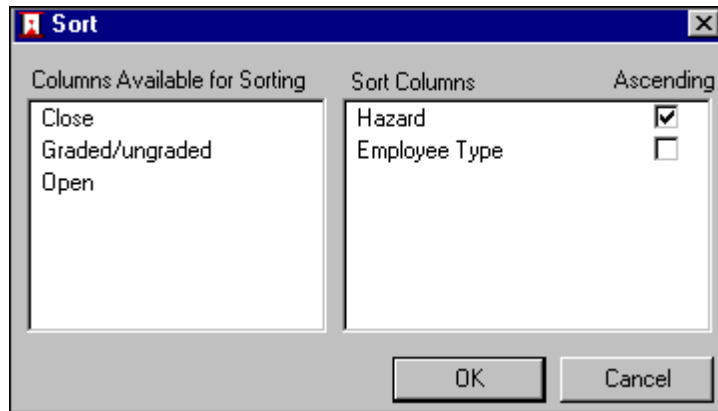

Simply choose the desired percentage and click **Apply**. Then, click **OK**.

NOTE: This window is available ONLY when a report is being viewed in Print Preview mode.

Sorting Data

**This window is used to define sorting criteria for a group of records.**

In the left-hand column, click on the name of the field you want to sort by; then, "drag and drop" it into the column on the right. *You may sort by more than one field.*

A check mark will appear in the "ascending" field. To sort in descending order, simply click in that field and the check mark will disappear.

Once you have indicated your sorting preference(s), click **OK**.

Filtering Data

This window is used to temporarily filter data displayed on the report.
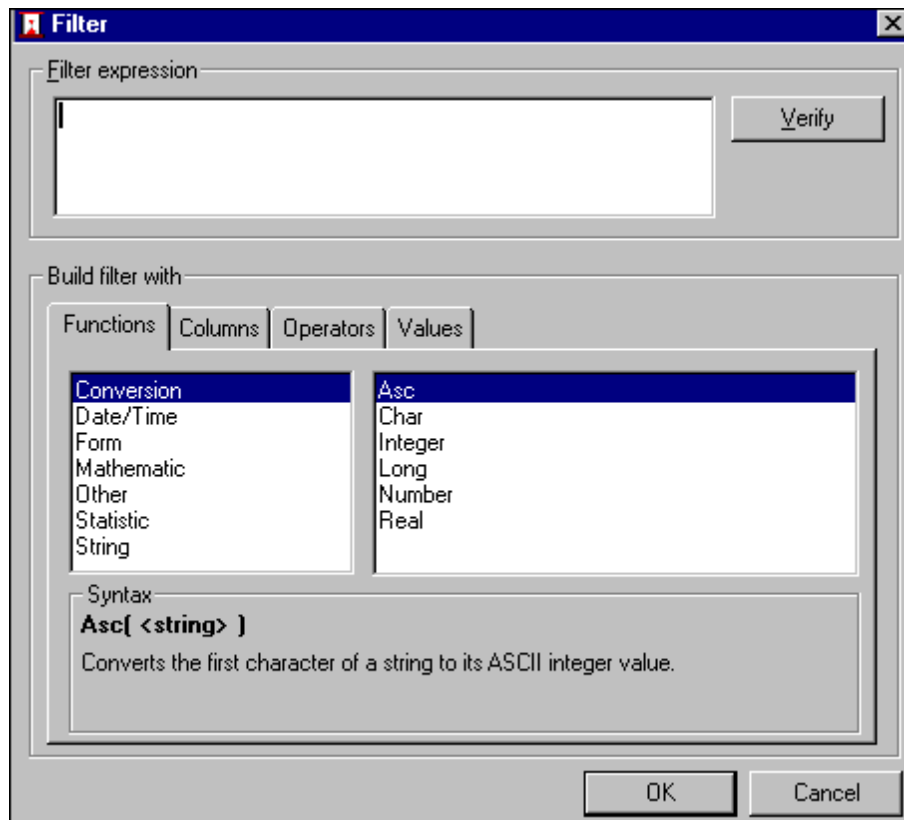
To define a filter, you must enter a valid expression into the "Filter expression" field, either by typing it in directly or by using the "Build filter with" section of the window. Once the expression has been entered, click the Verify button to check its validity. Click OK to execute the filter. The expression that has been entered will be evaluated against the data set that was initially retrieved. If the conditions identified in the expression are true, a filtered set of records will be displayed.

To cancel a filter and view ALL of the records, you must re-open the Filter Window; highlight the Filter Expression that has been entered; then, click on the Delete key on your keyboard.

If you are unfamiliar with the syntax required to simply type the expression into the field, you can build it by double-clicking on the appropriate functions, columns (fields), operators, and values from the list of available options that are displayed when you click on any of those tabs. Double-clicking pastes the highlighted text into the Filter Expression field.

Some examples of filter expressions follow:

- **To filter for a specific SSN** (*be sure not to insert any hyphens*)**:**

    ssn = "123456789"

- **To filter for a specific employee's name:**

    last_name = "Doe" and first_name = "Susie"

- **To filter for a group of names containing a particular pattern of characters** (*e.g., if you wanted to see all records with a last name containing the characters "Smith"*):

    Match(last_name, "Smith")

- **To filter for records with no close date:**

    IsNull(close_date)

- **To filter for a particular open date** (*applicable for fields with a date data type--the date sequence is Year, Month, Day*)**:**

    open_date = date(1997-12-31)

- **To filter for numbers that are greater than or equal to a particular number** (*applicable for fields with a numeric data type—do not enclose within quotation marks*)**:**

    type_hours >= 50

CHAPTER 7 - TOOLBARS

Main Toolbar

The main toolbar is used to navigate throughout the application.

BUTTON   **DESCRIPTION**

New   Creates and saves a report

Open   Opens an existing report

Close   Closes the currently displayed report

Save   Saves the currently displayed report

Properties   Allows for modification of the report description of a saved report

Sort   Allows for user-defined sorting of records on a displayed report

Filter   Allows for user-defined filtering of records displayed on a report

Print Preview   Displays the report in a print preview mode

Zoom   Adjusts displayed size of a report in print preview window

Exit   Exits and closes the application

CHAPTER 8 - MENUS

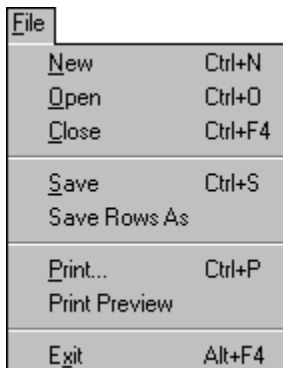The various menus available from within the application are described on the following pages:

Main Menu

This menu is displayed when the application is first opened and provides access to the various processes available.

ATAAPS Report Archive System
File Edit View Options Window Help

* *

File Menu

This menu is accessed from the main menu and provides for creating and saving a new report; opening an existing report; and printing a report.

File	
New	Ctrl+N
Open	Ctrl+O
Close	Ctrl+F4
Save	Ctrl+S
Save Rows As	
Print...	Ctrl+P
Print Preview	
Exit	Alt+F4

New   Creates and saves a new report

Open   Opens an existing report

Close   Closes the open report

Save   Saves the report (*in .psr format*)

Save Rows As   Allows the user to save the report in a different format *(e.g., Excel, text, etc.)*

Print   Prints the report

Print Preview   Displays the report in print preview mode
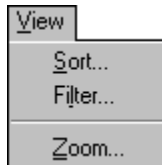
Exit   Exits the application

* *

Edit Menu

This menu is accessed from the main menu and provides a mechanism for modifying the properties of a saved report.

Edit
    Properties... Ctrl+R

* *
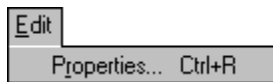
View Menu

This menu is accessed from the main menu and allows the user to sort and filter the data in the report.

View
    Sort...
    Filter...
    Zoom...

* *

Options Menu

This menu is accessed from the main menu and provides the mechanism for defining the default directory to be used for saving reports.

Options
    Default Directory...

* *

Window Menu

This menu is accessed from the main menu and provides a mechanism for rearranging the open windows and for customizing the toolbar.

Window
Vertical
Horizontal
Layer
Cascade
Minimize All Windows
ToolBars...

* *
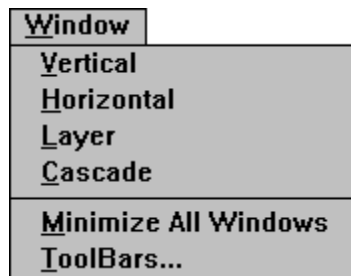
Help Menu

This menu is accessed from the main menu and allows the user to open the Help file and obtain general information about the version of the application.

Help	
Help Contents	F1
Functional Letter	
About Automated Time & Attendance...	
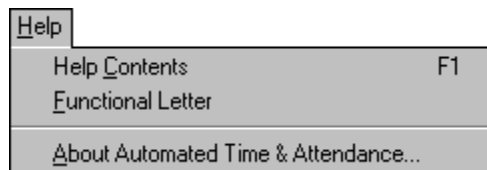
Help Contents – opens the application's Help file

Functional Letter – describes the fixes and enhancements included in the latest version of the application

About Automated Time & Attendance – provides information relative to the version of the application

CHAPTER 9 - TECHNICAL SUPPORT

You can contact the Systems Engineering Organization, Pensacola (SEOPE) Technical Support staff by e-mail, fax, or telephone. Our normal business hours are Monday through Friday, from 6:30 a.m. to 4:30 p.m. CST. Outside of these hours, emergency calls will be handled immediately; other calls will be handled the next business day.

- **E-Mail:**

  - ataaps.info@dfas.mil

- **Fax:**

  - DSN: 922-1147

  - Commercial: 850-452-1147

- **Telephone:**

  - DSN: 922-2990, extension 310

  - Commercial: 850-452-2990, extension 310

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